

## DRAFT Minutes of Annual Parish Council Meeting of Norham Parish Council held on 20<sup>th</sup> May 2019

Those present were: George Straughen (GS), Jim Blythe (JB) John Grahamslaw (JJG), Jim Greenwood (JHG), Sheelagh Hume (SH) and Dougie Watkin (DW).

A member of the public was also present (Alison Murphy).

### 5.19.1. To elect a Chairman

GS was proposed by JHG and seconded by JB for Chair. He was duly elected unanimously.

### 5.19.2. Chairman to sign Declaration of Acceptance of Office

GS signed the Declaration of Acceptance of Office.

### 5.19.3 To Elect a Vice Chair

JHG was proposed by JJG and seconded by DW as Vice Chair. He was duly elected unanimously

### 5.19.4. To accept apologies for Absence

None

### 5.19.5. To make any Declaration of Interest

No declaration of interest was made.

### 5.19.6. To agree Minutes of previous meeting

The Minutes of the meeting held on 25th March 2019 were confirmed as an accurate record and signed by the Chairman.

### 5.19.7 Co-option of a new councillor.

After discussion it was agreed unanimously to co-opt Alison Murphy on to the council. She then joined the meeting as a councillor.

## **5.19.8 To Receive Chairman's Report**

The Chairman's Annual Report was accepted. Copy attached. GS was thanked for all his hard work and commitment over the last year both for the parish council and for the village as a whole.

## **5.19.7 Matters Arising from Minutes**

### i. Proposed Joint Neighbourhood Planning in Norham and Islandshire

GS and DW attended most recent meeting at which it was agreed that the local draft plan for the area had to be completed. The required funding would be reapplied for and thereafter the consultant would complete her plan which would then be sent to the various parish councils.

### ii. Play Areas

The RoSPA inspection is due in June. JJG has taken over inspections. He reported that there is a small area of bare concrete below the swings at Ubbanford, and at the base of the slide ladder. Will need to be covered either with matting or turf. The play area group are still working on replacement equipment, but have indicated they are now looking at just the village green. A report on underground services will be required. VLC will look into this.

### iii. Public Conveniences

The public toilets are looking well kept and clean. Some damage had been caused to the chain curtain (hopefully accidental), which has now been fixed. The curtains seem to have successfully prevented swallows from nesting in the building.

### iv. Tweed Way

The next meeting is on 21<sup>st</sup> may and will discuss publicity. All works on Norham (and Duddo) parts of the path completed except on area on Tillmouth Estates where the path leaves West Newbiggin- still waiting for permission to carry out those works.

After the next meeting GS and NCC Footpaths Officer will look at signage on Pedwell Way. There have been complaints that people are still trying to walk the part of the path that has been closed due to erosion. There is some confusion (in both directions) as to the route of the c=diverted path. It will be suggested to owners of the fields at Cow Holme that they put signs on their gates indicating that it is private property, and other new signage will be discussed with NCC. The confusion has not been helped by that part of the path having been weed-killed.

#### v. Mobile Mast/BT Phone box

Another email has been sent Anne Marie Trevelyan MP emphasizing the damage to local economy without a good mobile signal throughout the village, and the need for it to be improved.

#### vi. Northumberland LED street lighting/Undergrounding of cables

Still ongoing. The indication by contractors working along Boathouse lane that the new cables would be undergrounded was false. However GS has been in touch with the person, now based in Berwick, who is dealing with Norham area, and he has confirmed that they will consult before any works will be done, and that they are looking at ways of undergrounding as they recognize that conservation areas would prefer that.

#### vii Street Signs/Village Map

After discussion it was agreed that VLC will look into prices for a large street map and prices will also be obtained for fencing round the recycling bins where the map would be placed.

#### viii New Speed signs/30mph reminders

Full funding for a new speed sign at Birchill has been approved by NCC Cllr Lawrie, It was agreed that there is still a desire for a third speed sign on Castle Bank. Agreed that traffic very fast past Galagate including tractors and school bus. Agreed will try to identify who runs the school bus to Berwick and a letter will be sent to them. GS and VLC will be meeting a representative from NCC Highways on 7<sup>th</sup> June to discuss inter alia speed signs and speeding, a crossing by the school (previously discussed with them but no progress), repair of damaged street signs. After discussion it was agreed that GS would ask if the village could be reduced to 20mph throughout. DW pointed out there is a nationwide scheme to reduce limits to 20mph by schools, so reducing the limit in the whole village might work out ore cost effective for NCC.

#### ix Tommy Fund

Jim Gibson and Martha Andrews are currently working on the booklet about Norham in the war. Meanwhile the Tommy is still at the war memorial and looks good. There are still 5 extra silhouettes looking for something to be done with them

#### x Northumberland Local Plan

The Local Plan will be issued shortly. Not a great deal will affect Norham. The area which is likely to be allocated for housing is the other half of the Glebe Field. This does not mean housing will be built-it simply means if there is new housing in Norham it is likely to be there.

#### xi Parking Complaints

Apart from parking complaints in Castle Street there has also been one in West Street, regarding inconsiderate and double parking. After discussion it was agreed that the situation would be monitored pending completion of the works at the Masons Arms, which involves a number of vans

being parked there for long periods. Possible solution is end on parking on the north side of the street as is generally done on the south side.

#### xii Norham in Bloom

They also wish to dig a small bed near the phone box. After discussion it was agreed that there would be no objection.

The group is working hard in preparation for the inspection in July. The planters being donated by the council are ready to go. They will be placed temporarily down Pedwell Way for the Turner week, and thereafter will be placed in various appropriate locations in Castle Street.

#### xiii Request for Grant from Norham Arts Group

After the generous offer of a loan at the last meeting the Arts Group discussed the matter and eventually decided that they did not wish to end up indebted to the council, so decided to refuse the offer.

#### xiv Northumberland Day Picnic

Preparations for the Northumberland Day picnic in the Castle on Sunday 26<sup>th</sup> May are well in hand. 2 portaloos ordered and will arrive on evening of 25<sup>th</sup>, parking would be allowed in the bottom field. We will be setting up from 9am on Sunday-a small gazebo will go need to be put up. There will be a treasure trail, castle tours, children's races and tribal dancers. A risk assessment will be carried out. Posters have been distributed throughout the village and beyond.

#### xv Liaison with Northumberland County Council

As agreed at the last meeting VLC has written to the Leader of NCC asking him to attend a meeting, and awaits a response. She will send a reminder shortly. VLC had requested the Castle pavement be fixed. JB had requested road planings for Pedwell Way. Both requests had been acted on by NCC very quickly-unlike requests that are made by the parish council.

#### xvi Seats

An ongoing refurbishment programme has been undertaken. A new seat will be placed at the bottom of Castle Bank by the Mill Burn, looking up towards the castle.

#### 5.19.9 Review Clerks Salary

None required this year. VLC was thanked for her efforts.

### **Finance**

#### 5.19.11 To review Payments and Receipts since last meeting

Payments from the current account had been made for Norton Anti Virus (£49.99); to the Clerk for salary (£485.14 for the period from 1<sup>st</sup> November 2018 to 1<sup>st</sup> May 2019); to NALC subscription fees £130; and to Sheila Penman (£100). The first portion of precept of £2500 had been received.

#### 5.19.12. To look at Bank balances in Current and Deposit Accounts

As at 21<sup>st</sup> May the balance in the Current Account was £13148.59, and Business (Castle) Account £968.92.

#### 5.19.13 To confirm Donations and Grants

It was agreed to proceed to pay out the various donations and grants as agreed at the parish council meeting on 26<sup>th</sup> November 2018 namely maintenance payment to Churchyard upkeep £150, to Newsround £120, To Village Hall £200; donations To Great North Air Ambulance £50, to Poppy Appeal £30 (for wreath), to

CAB (or similar organisation that helps those in Berwick) £50, to HospiceCare North Northumberland £50, and after discussion to Norham Community Website £75 (which is the amount the council would be paying to NALC for a portal if the community website did not exist).

#### 5.19.14 Annual Governance and Accountability Return for 2018/2019

- i. To consider and agree any actions arising from the report of the internal auditor  
The internal audit report was received and considered. There are no actions required.
- ii. To approve the Annual Governance Statement  
Considered and approved.
- iii. To approve the draft annual accounts for 2018/2019  
Considered and approved.
- iv. To approve the Accounting Statement and Explanation of Variances  
Considered and approved.
- v. To confirm and approve the Certification of Exemption  
Considered approved and signed accordingly.
- vi. To complete agree and sign relevant Annual Return sections  
Completed agreed and signed accordingly.
- vii. To accept Bank Reconciliation  
Considered and accepted.

#### 5.19.15 To renew insurance policy

Councillors confirmed the Statement of Fact as accurate, and it was agreed to proceed to renew the insurance

#### 5.19.16 To accept Standing Orders

It was agreed to accept the existing Standing Orders without alteration.

#### 5.19.17 To look at Planning Application decisions

Application for 10 Castle Street withdrawn.

#### 5.19.18 To look at state of Roads and Pavements

#### 5.19.19 General Correspondence

None

#### **Any Other Business (For Information Only)**

DW will find some reflective material to put on the barrier at end of the Mill opening.

SH noted that the wooden signpost on the green had fallen over. Also noted that homemade dog poo bags dispensers had been set up around the village. Agreed that the parish council would thank those involved and ask them for suggestions as to where more could go, and where the worst affected areas are. VLC will also investigate the cost of buying some.

JB noted that some new trees had been planted by the river which was lovely. JB noted that the outer paths now needed to be cut, on both sides. GS will speak to D Gibson. Also noted Himalayan balsam will be spreading soon. Noted that to try to prevent further spread it should be trimmed before it flowers and seeds. . GS will discuss with D Foreman.

#### **Date of Next Meeting**

**Monday 23rd July 2018 at 7pm in Norham Village Hall.**

